

PLAN COMMISSION MEETING
APRIL 4, 2019 - 5:00 P.M.

Members Present: Fred Horne, Mike Kastens, Michelle Scanlan and David Wilford

Members Absent: Jim Zajkowski and MaryKay Rice

Fred Horne called the meeting to order and roll call was taken.

Michelle Scanlan moved to adopt the agenda as presented, seconded by David Wilford and carried.

David Tyvoll moved to approve the minutes from March 5, 2019, seconded by Michelle Scanlan and carried.

Public Hearing – Application for Attachment from WI DOT

Fred Horne declared the Public Hearing open to discuss the following:

- a) Application for Attachment from Wisconsin Department of Transportation for property located north of Hatfield Lake Campground to be zoned Z3 Multi-Use/Corridor District. Property is described as: 038-1103-40-010 and 038-1103-70-000 Located in the SW1/4 of the SE1/4 and in the SE1/4 of the SE1/4 of Section 25, T31N, R18W, Town of Star Prairie, St. Croix County, Wisconsin; described as follows: Beginning at the S1/4 Corner of Section 25; thence north, along the north-south 1/4 line of said section, 657 feet more or less to the north line of the S1/2 of the SW1/4 of the SE1/4 of said section; thence east, along said north line and the north line of the S1/2 of the SE1/4 of the SE1/4, 1935 feet more or less to the easterly line of State Trunk Highway "65"; thence south 87 feet more or less; thence west, along said southeasterly line, 61 feet more or less; thence southwesterly, along said southeasterly line, 522 feet more or less; thence northwesterly, along said southwesterly line, 30 feet more or less; thence southwesterly, along said southeasterly line, 188 feet more or less to the south line of the SE1/4 of said section; thence west, along said south line, 303 feet more or less to the northwesterly line of said State Trunk Highway "65"; thence northerly, along said northwesterly line, 137 feet more or less; thence northeasterly, along said northwesterly line, 18 feet more or less to the approximate Ordinary High Water Mark of Hatfield Lake; thence southwesterly, along said approximate Ordinary High Water Mark, 792 feet more or less to said south line of the SE1/4; thence west, along said south line, 386 feet more or less to the point of beginning. Parcel contains approximately 24 Acres (1,056,279 Sq. Ft.).

Noah Wiedenfeld explained the attachment application. The property is in the area of the Town of Star Prairie covered by a Boundary Agreement which is why it is an attachment rather than an annexation. The majority of the property is in Hatfield Lake. Discussion followed. The Development Review Committee recommends approval of the attachment of this property.

- b) Application for Attachment from State of Wisconsin Building Commission for property west of the St. Croix Correctional property to be zoned Z3 Multi-Use/Corridor District. Property is described as: 038-1138-10-100 SEC 34 T31N R18W PT S 1/2 OF THE NE 1/4 BEING LOT 1 OF CSM 8/2394 (2.9 ACRES) EXC THAT PT OF CSM 8/2394 IN SW NE ANNEXED CITY NR #480541 261-1211-10-010.

Noah Wiedenfeld explained the application from the State Building Commission for a sliver of property west of the Correctional Center. This property is in the area of the Town of Star Prairie covered by a Boundary Agreement which is why it is an attachment rather than an annexation. Discussion followed. The Development Review Committee recommends approval of the attachment of this property.

- c) Application for Conditional Use Permit from PRE/3 to allow multiple principal buildings on one lot. Property is located at 801 West Eighth Street and described as: SEC 3 T30N R18W 8.7A SE 1/4 OF

Noah explained the Conditional Use Permit application from PRE/3 to build 6 apartment buildings with a total of 72 units. Discussion followed. There was discussion regarding the turning radius on some of the corners and whether the City's largest fire truck would be able to maneuver adequately. The Development Review Committee recommends approval of the Conditional Use Permit with the following conditions:

1. The landscaping plan shall be revised to provide earth berms and/or evergreen landscaping around the trash/refuse collection areas as required per Section 121-48.C of the City Code of Ordinances. Evergreen trees used in conjunction with berming shall be a minimum of three feet in height per City Code 121-55.E.
2. If the applicant determines it is necessary to remove any significant tree(s), they shall first contact the City Forester to ensure that the 1:1 replacement requirement is met. Significant trees are species other than cottonwood (*populus deltoidea*) and box elder (*acer negundo*) with a minimum 18" DBH, and determined by the City Forester to be in good health.
3. Per Section 121-55.I of the City Code, landscaping shall be kept in healthy condition, free of invasive plants and weeds, in perpetuity. Landscaping improvements require a financial guarantee equal to 125 percent of the cost for labor and materials for the landscaping plan, and shall not be deemed complete until the City has verified survivability of all required plantings through two winter seasons, defined as the period of October 31 through April 30. The financial guarantee shall be received by the City on or before the date on which the building permit application is submitted.
4. The applicant shall provide "No Parking" signage along the private driveway to ensure that vehicles are only parking in designated surface parking stalls.
5. All lighting used to illuminate off-street parking areas, signs, or other structures shall comply with the general performance standards identified in Section 121-51 of the City Code of Ordinances.
6. The site plan shall be updated to identify that the exterior refuse/recycling enclosures have solid gates, and that the enclosures match the aesthetics of the principal buildings.
7. Each principal building shall be plumbed with separate meters/shut-off valves for each apartment, with meters/shut-off valves located in a separate space and made easily accessible to New Richmond Utilities.
8. Each principal building shall have a separate gate valve.
9. The existing well shall be abandoned in accordance with Wis. Adm. Code Chapter NR 812 and Section 86-135 of the City Code of Ordinances.
10. All utility issues are subject to review and approval by the Director of Public Works.
11. A drainage and utility easement shall be provided along the perimeter of the property, in accordance with Section 117-41 of the City Code of Ordinances.
12. A drainage/utility/trail easement shall be provided along the east side of the property.
13. Construction site erosion control measures shall be installed, maintained, and upon completion of the project, removed.

14. Buildings #2, #3, #4, and #5 shall have gutters and downspouts installed on the rear of the building to collect and convey stormwater runoff from the building roof to the paved parking lots (and eventually to the stormwater pond).
15. The City of New Richmond shall obtain the owner's signature on a long-term maintenance and monitoring agreement.
16. The applicant shall enter into a development agreement which addresses but is not limited to the following subjects: tenant eligibility and screening policy, property maintenance, property management, construction of public improvements, and the use of park impact fees for the construction of the trail connection from the applicant's property to the existing Monette Park Trail.
17. Applicant and City will review the traffic plan to make sure the fire truck is able to navigate the internal streets.

Fred Horne requested to include the item #17 in the list of conditions.

- d)** Application for Conditional Use Permit from Dance Explosion to allow indoor recreation use on a lot zoned Z7 Special Use/Industrial District. Property is located at 410 St. Croix Avenue and described as lot 3 of CSM recorded in Volume 29 Page 6617 Document #1078014.

Noah Wiedenfeld explained the application for Conditional Use Permit located in the south industrial park. This business has been located in the Industrial Park for many years. The Development Review Committee recommends approval of this request with the following conditions:

1. The applicant shall revise the site plan to include a landscape island at the north and south ends of each parking row.
2. Per Section 121-55.I of the City Code, landscaping shall be kept in healthy condition, free of invasive plants and weeds, in perpetuity. Landscaping improvements require a financial guarantee equal to 125 percent of the cost for labor and materials for the landscaping plan, and shall not be deemed complete until the City has verified survivability of all required plantings through two winter seasons, defined as the period of October 31 through April 30. The financial guarantee shall be received by the City on or before the date on which the building permit application is submitted.
3. The proposed parking aisle width shall be increased from 24 feet to 26 feet to comply with Table 13 of the Zoning Ordinance.
4. All lighting used to illuminate off-street parking areas, signs, or other structures shall comply with the general performance standards identified in Section 121-51 of the City Code of Ordinances.
5. The site plan shall be updated to identify that the trash enclosure has a solid gate, and that the enclosure matches the aesthetics of the principal building.
6. A monitoring manhole shall be installed for sewer sampling and monitoring purposes.
7. A curb stop valve shall be installed on the water service line.
8. The cleanout shall be relocated to the first bend outside of the principal building.
9. All utility issues are subject to review and approval by the Director of Public Works and the Electric Superintendent.

10. All easements are subject to review and approval by the Director of Public Works.
11. The applicant shall acknowledge that no geotechnical report has been completed and that soil modifications will be required if the soils vary from the assumed coarse sand at the bottom of the infiltration basin.
12. The bottom (980 contour) of the infiltration basis shall not be topsoiled.
13. The bottom (980 contour) of the infiltration basin shall be seeded with WisDOT Seed Mix #70, 70A, 75, or 80.
14. The City shall obtain the owner's signature on the long-term maintenance and monitoring agreement presented in the stormwater narrative.

The Public Hearing was declared closed.

- a) Michelle Scanlan moved to approve the application for attachment from WI DOT as proposed, seconded by Mike Kastens and carried.
- b) David Tyvoll moved to approve the application for attachment from the WI Building Commission as proposed, seconded by David Wilford and carried.
- c) Fred Horne moved to approve the Conditional Use Permit from PRE/3 with the conditions listed including #17, seconded by Mike Kastens and carried.
- d) Mike Kastens moved to approve the Conditional Use Permit from Dance Explosion with the conditions listed, seconded by Michelle Scanlan and carried.

Communications and Miscellaneous

None

Michelle Scanlan moved to adjourn the meeting, seconded by David Tyvoll and carried.

Meeting adjourned at 6:42 p.m.

Tanya Batchelor
City Clerk